



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

Opening Date: 09/18/14

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Closing Date: 10/02/14

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If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- Tribal Identification *(if applicable)*

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Part-Time Teacher

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Department: Education

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Work Schedule: Monday- Friday 1:30PM-5:30PM (Hours May Vary)

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Wage Rate: Pay Range 21: \$21.23/Hr./ Overtime Eligible

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IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

## JOB DESCRIPTION

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**TITLE:** Part-Time Teacher

**WORKSITE:** Tule River Education Department  
Porterville, CA. 93257

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### GENERAL POSITION DESCRIPTION

The Teacher will teach basic academic, social, motor skills, and assist Tule River Tribal Members/Community students by providing the following duties.

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### DUTIES & RESPONSIBILITIES:

1. Provides after school instruction, tutoring, homework help, and academic enrichment activities to students.
  2. Prepares course objectives and outlines course of study following curriculum guideline requirements for state and school.
  3. Lectures, demonstrates, and uses audiovisual teaching aids to present subject matter to class.
  4. Prepares, administers, and corrects tests, and records results.
  5. Assigns lessons, corrects papers, and hears oral presentations.
  6. Teaches rules of conducts.
  7. Maintains order in classroom and on playground. Keep accurate monthly written records of student activities.
  8. Discusses pupil's academic and behavioral attitudes and achievements with parents/guardians/teachers.
  9. Keeps attendance and grade records as required by school.
  10. Coordinates class field trips.
  11. All other duties assigned.
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### QUALIFICATIONS:

1. Minimum BA/BS degree and continuing with higher education.
2. Must be able to assist elementary, middle school and high school students with math assignments and other areas as time allows.
3. Must be able to work with youth from K-12<sup>th</sup> grade.
4. Must be able to maintain contact with students' teachers and parents regarding their students' academic needs.
5. Must be dependable and able to work flexible hours based on students' needs.
6. Must increase knowledge and skills through participation in service training and college course work.
7. Must be able to schedule and enroll students into program.
8. Must keep accurate records of student(s) activities, and follow program guidelines.

Revised: 05/07/13

9. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
10. Must clear TB skin test.
11. Must possess a Valid California Driver License and be insurable through the Tribe.
12. Must possess First Aid and CPR certificate (obtain within 90-days of hire).
13. Must be professional, polite, and respectful towards all guests.
14. Excellent interpersonal skills with demonstrated patience, tact and respect.
15. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.

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#### KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge and skills sufficient to teach all subjects in elementary and secondary levels.
2. Knowledge of implementing individual remedial programs and assessments.
3. Ability to provide academic assistance to Indian students in need of special help with math, algebra and geometry.
4. Ability to provide positive encouragement and a pleasant atmosphere to enhance students' achievements.
5. Ability to provide individual math tutoring to students in K-12<sup>th</sup> grade.
6. Ability to communicate with staff for the student's best academic interest.

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#### WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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**This position reports to:** Education Director/ Assistant Director

**Supervises:** None

**Salary:** Pay Range 21: \$21.23/ HR  
Paid Bi-Weekly/ Overtime Eligible

**Hours:** Part-Time/Monday- Friday 1:30PM-5:30PM (Hours May Vary)

**Benefits:** None

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**